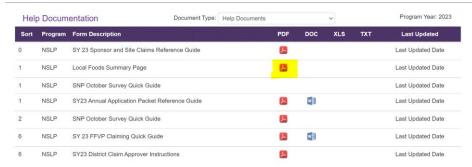
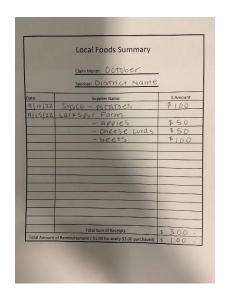
Filing Your Local Foods Fund Claim in CNP Web

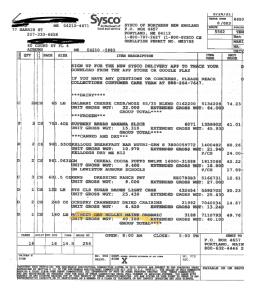
1. Download the Local Foods Fund Summary Page under the "HELP" tab in CNP Web



2. Complete the Summary Page showing what items you are seeking reimbursement for



3. Clearly indicate on all receipts which items are local and meet the Local Foods Fund criteria



(note item is highlighted and clearly says "MAINE")

4. On Line 21 in your claim, upload all receipts and Summary Page as one file (consolidate PDFs)



5. Enter 1/3 of total receipts on Line 21

Remember, you receive \$1 back for every \$3 you spend ...And up to \$5,000 reimbursed each school year ...Or \$5,500 if you participate in a Local Foods Training

That's enough to support the purchase of up to \$16,500 on Maine foods!



E-mail DOE Farm and Sea to School Coordinator: Robin.Kerber@maine.gov